

Extended Studies

2015-2016 | Annual Career Development Course Guide

Take note!

**100+ résumé-boosting
classes to choose from:**

- Human Resources
- Project Management
- Computer Skills
- Social Media and Digital Marketing
- Mediation...and much more!

Plan your year — build your career!



Your needs. Our expertise.

At Extended Studies, **meeting the needs of northern Nevada is paramount**, and **responsiveness to change is key** to meeting those needs. That is why we are always evolving, with **new courses in development throughout the year** and **customized programs** designed in partnership with you, your business, or your organization.



Visit our website often and sign up to receive our e-newsletter to keep up-to-date on the latest developments at Extended Studies.

Class locations

Most classes are held at the University of Nevada, Reno, Redfield Campus, Nell J. Redfield Building A, 18600 Wedge Parkway, Reno. Contract courses and customized training can be held at the site of your choosing. For class locations, our most up-to-date schedule, course descriptions and registration, please visit our website.

Added value — free parking and refreshments or lunch!

The fee for many full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Parking is free at Redfield Campus without a permit; fees for courses held on the main University campus include permit parking. Additional information about parking will be included in confirmation letters sent prior to class.

\$AVE! Early-bird and other discounts available for many courses!

Call us for information about discounts available for multiple registrations from the same organization, and about full-program discounts for individuals registering at the same time for all the required courses for one multiple-course certificate program in Project Management, Human Resources Management, Supervisory Management, Introduction to Computer Programming, Graphics Professional, or Social Media and Digital Marketing. See course descriptions online or look inside for early-bird registration deadlines.

You have training needs. We have solutions.

Top-performing companies recognize that **employee training and development lead to measurable success**. Extended Studies at the University of Nevada, Reno can deliver courses and programs at your site or ours — all designed with your budget, your goals and your business in mind. **Exceptional instructors and first-rate curriculum offer the fresh perspectives, competitive tools and best practices** that can enrich and strengthen even the finest employees, operations and bottom lines.

Let us work for you.

With courses and training from Extended Studies at the University of Nevada, Reno, you'll benefit from:

- Increased productivity and efficiency to help you tackle today's issues and tomorrow's challenges
- Cross training and professional development for retraining, reorganizing and retaining key employees
- Skill enhancement, practical, real-world business applications and up-to-the-minute information from experienced faculty and industry experts
- Opportunities to establish broad professional and industry-specific relationship networks

Contact us...

For more about partnering with us to meet your professional development needs, contact:

- Jodi Herzik, MPA, executive director, professional development programs, jodim@unr.edu or (775) 682-6420
- Shera Alberti-Annunzio, M.Ed., assistant director, professional development and certificate programs, shera@unr.edu or (775) 784-1676
- Amy Ginder, M.S., assistant director, management and leadership programs, aginder@unr.edu or (775) 784-4759
- JoAnne Gipson, operations manager, gaming management programs, jgipson@unr.edu or (775) 682-7558

For information, visit www.extendedstudies.unr.edu or call (775) 784-4046 or 1-800-233-8928.

The word's out!

Here's what our students are saying:

"Very detailed and motivating course. I walked away feeling like I could go back to work and motivate and relate to my crew on a new level."

— Chancy Guskys, High Mark Construction

"Amazing course for getting you to think outside the box!"

— Donna DiCarlo, City of Sparks

"Experienced, enthusiastic instructor with real-world knowledge, true commitment to the integrity of her field and a strong desire to help others."

— Jennifer Smith, NV Energy

"One of the best, most useful and insightful courses I've taken."

— Amy Guinan, Tahoe Family Solutions

The online **Executive MBA** from the College of Business, University of Nevada, Reno.

Your education. Upgraded.



Competitively priced. Expert faculty. Leading-edge education. All from a college that offers one of the leading part-time MBAs in the country.

Visit www.emba.unr.edu today!

Your #1 gaming industry resource.

Extended Studies is the world's premier provider of gaming management education, offering customized on-site training, short courses, weeklong seminars and an annual international Executive Development Program.

www.gaming.unr.edu

More Spring/Summer 2016 classes coming soon! Watch the web:
www.extendedstudies.unr.edu



Listed chronologically under each heading (unless otherwise noted), Extended Studies professional development courses and programs may be taken independently and require no formal admission to the University.

Take courses individually, or build a management certificate within these areas of study with:

- Five **Human Resources Management** or **Supervisory Management** core courses and five **Certificate Electives** to earn a 10-course Custom Certificate.
- Four **Project Management Essentials** courses to earn the 54-hour PME certificate.
- Three **Introduction to Computer Programming** courses to earn the NEW certificate.
- Four **Social Media and Digital Marketing** courses to earn the certificate.
- Four select courses to earn one of two **Graphics Professional Certificates**.
- 90 hours of coursework to earn the **Gaming Management Certificate**.
- Or complete a full certificate in one of our multiple-session **Certificate Programs** in **Nonprofit Management, Mediation and Conflict Resolution, Paralegal Studies, PMP/CAPM Exam Prep, the PHR/SPHR Study Program, or the new ONLINE Project Management Certificate**.

HUMAN RESOURCES MANAGEMENT

Employee Relations*

Sept. 23, 2015; Wed., 9 a.m.-4 p.m.
Sched. #: 2158CHR102 / \$199 / Instr.: McNamara

Jan. 28, 2016; Thurs., 9 a.m.-4 p.m.
Sched. #: 2162CHR102 / \$199 / Instr.: McNamara

Employment, Placement and Practices*

Oct. 15, 2015; Thurs., 9 a.m.-4 p.m.
Sched. #: 2158CHR101 / \$199 / Instr.: Jensen

Feb. 25, 2016; Thurs., 9 a.m.-4 p.m.
Sched. #: 2162CHR101 / \$199 / Instr.: Jensen

Human Resources Training and Development*

Nov. 18, 2015; Wed., 9 a.m.-4 p.m.
Sched. #: 2158CHR103 / \$225 / Instr.: McNamara

April 7, 2016; Thurs., 9 a.m.-4 p.m.
Sched. #: 2162CHR103 / \$225 / Instr.: McNamara

Legal Aspects and Liability Issues for Employers*

Oct. 8-9, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2158CSM102 / \$330 / Instr.: Hall

March 17-18, 2016; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2162CSM102 / \$330 / Instr.: Hall

Compensation and Benefits*

Dec. 11, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2158CHR104 / \$199 / Instr.: Wheeler

May 6, 2016; Fri., 9 a.m.-4 p.m.
Sched. #: 2162CHR104 / \$199 / Instr.: Wheeler

SUPERVISORY MANAGEMENT

Performance Management*

Sept. 24-25, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2158CSM104 / \$330 / Instr.: Sanders

April 14-15, 2016; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2162CSM104 / \$330 / Instr.: Sanders

Effective Communication Skills in the Workplace*

Nov. 5-6, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2158CSM101 / \$330 / Instr.: Zimmerman

Feb. 18-19, 2016; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2162CSM101 / \$330 / Instr.: Harmon

Legal Aspects and Liability Issues for Employers*

Oct. 8-9, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2158CSM102 / \$330 / Instr.: Hall

March 17-18, 2016; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2162CSM102 / \$330 / Instr.: Hall

Strategies for Understanding Financial Statements*

Dec. 4, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2158CSM105 / \$199 / Instr.: Kalt

May 13, 2016; Fri., 9 a.m.-4 p.m.
Sched. #: 2162CSM105 / \$199 / Instr.: Kalt

Managing and Supervising People*

Jan. 21-22, 2016; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2162CSM103 / \$330 / Instr.: Morin

June 9-10, 2016; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2165CSM103 / \$330 / Instr.: Morin

CUSTOM CERTIFICATE ELECTIVES

PLEASE NOTE: Custom Certificate Electives are listed in alphabetical order.

Administrative Law: Understanding Policy, Rules and Decisions*

June 2; Thurs., 9 a.m.-4 p.m.
Sched. #: 2165CPM104 / \$199 / Instr.: Rankin

Applying Emotional Intelligence in the Workplace*

Sept. 29-30, 2015; Tues.-Wed., 9 a.m.-noon
Sched. #: 2158CX146 / \$199 / Instr.: Prendergast

Bringing Out the Best of a Multigenerational Workforce*

Jan. 20 and 27, 2016; Wed., 9 a.m.-noon
Sched. #: 2162CX229 / \$199 / Instr.: Prendergast

Business Writing for Results*

Aug. 27-28, 2015; Thurs.-Fri., 9 a.m.-noon
Sched. #: 2155CX132 / \$199 / Instr.: Brown

Coaching Skills for Managers*

Feb. 5 and 12, 2016; Fri., 9 a.m.-noon
Sched. #: 2162CX237 / \$199 / Instr.: Prendergast

Conducting Successful Interviews*

Dec. 3, 2015; Thurs., 9 a.m.-4 p.m.
Sched. #: 2158CX106 / \$199 / Instr.: Jensen

May 3, 2016; Tues., 9 a.m.-4 p.m.
Sched. #: 2162CX106 / \$199 / Instr.: Jensen

Critical Skills for Supervisors*

March 11, 2016; Fri., 9 a.m.-4 p.m.
Sched. #: 2162CX222 / \$225 / Instr.: Minarik

Delegating Efficiently and Effectively*

March 4, 2016; Fri., 9 a.m.-4 p.m.
Sched. #: 2162CX225 / \$199 / Instr.: Frenkel

Effective Discipline and Documentation*

Nov. 12, 2015; Thurs., 9 a.m.-4 p.m.
Sched. #: 2158CX111 / \$199 / Instr.: Jensen

April 28, 2016; Thurs., 9 a.m.-4 p.m.
Sched. #: 2162CX111 / \$199 / Instr.: Jensen

NEW! Elements of Accident Investigation*

Oct. 23, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2158CX245 / \$199 / Instr.: Graham

Employee Orientations: From Design to Implementation*

June 16, 2016; Thurs., 9 a.m.-4 p.m.
Sched. #: 2165CX108 / \$199 / Instr.: Jensen

Employee Retention Tactics that Work*

May 18, 2016; Wed., 9 a.m.-4 p.m.
Sched. #: 2162CX204 / \$199 / Instr.: McNamara

NEW! Improving Your Workplace Cultural IQ*

Sept. 15, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2158CX246 / \$199 / Instr.: Schaefer

Planning and Implementing Employee Events and Recognition Programs*

March 9, 2016; Wed., 9 a.m.-4 p.m.
Sched. #: 2162CX212 / \$199 / Instr.: McNamara

Safety Issues for Human Resources: Recording and Reporting*

April 1, 2016; Fri., 9 a.m.-4 p.m.
Sched. #: 2162CX242 / \$210 / Instr.: Graham

Talking till You're Blue? How to Handle Difficult Conversations*

Nov. 13, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2158CX228 / \$235 / Instr.: Harmon

April 29, 2016; Fri., 9 a.m.-4 p.m.
Sched. #: 2162CX228 / \$235 / Instr.: Harmon

Understanding the Collective Bargaining Process*

May 20, 2016; Fri., 9 a.m.-4 p.m.
Sched. #: 2162CX240 / \$199 / Instr.: Cottino

Working with the Problem Employee*

Oct. 1, 2015; Thurs., 9 a.m.-4 p.m.
Sched. #: 2158CX128 / \$220 / Instr.: McNamara

Feb. 3, 2016; Wed., 9 a.m.-4 p.m.
Sched. #: 2162CX128 / \$220 / Instr.: McNamara

Workplace Violence: Don't Be Blindsided*

Oct. 16, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2158CX129 / \$199 / Instr.: Frenkel

May 11, 2016; Wed., 9 a.m.-4 p.m.
Sched. #: 2162CX129 / \$199 / Instr.: Frenkel

NEW! Writing Grants: An Overview

Nov. 19-20, 2015; Thurs.-Fri., 9 a.m.-4:30 p.m.
 Sched. #: 2158CX247 / \$330 / Instr.: French

NEW! Your Español: Engaging and Practical Workplace Communication*

Oct. 6-7, 2015; Tues.-Wed., 9 a.m.-noon
 Sched. #: 2158CX244 / \$199 / Instr.: Schaefer

March 1-2, 2016; Tues.-Wed., 9 a.m.-noon
 Sched. #: 2162CX244 / \$199 / Instr.: Schaefer

The Human Factor of Project Management*

Sept. 15-17, 2015; Tues.-Thurs., 5:30-8:30 p.m.
 \$295 by Aug. 27; \$350 after Aug. 27
 Sched. #: 2158CPML208 / Instr.: Ciccotti

Feb. 9-11, 2016; Tues.-Thurs., 5:30-8:30 p.m.
 \$295 by Jan. 21; \$350 after Jan. 21
 Sched. #: 2162CPML208 / Instr.: Ciccotti

Project Management Essentials*

Sept. 29-Oct. 8, 2015; Tues.-Thurs., 5:30-8:30 p.m.
 (6 sessions) / Sched. #: 2158CPML101
 \$585 by Sept. 10; \$695 after Sept. 10 / Instr.: Ball

March 8-17, 2016; Tues.-Thurs., 5:30-8:30 p.m.
 (6 sessions) / Sched. #: 2162CPML101
 \$585 by Feb. 18; \$695 after Feb. 18 / Instr.: Ball

Managing with MS Project*

Nov. 17-19, 2016; Tues.-Thurs., 5:30-8:30 p.m.
 \$295 by Oct. 29; \$350 after Oct. 29
 Sched. #: 2158CPML202 / Instr.: Baryol

April 5-7, 2016; Tues.-Thurs., 5:30-8:30 p.m.
 \$295 by March 17; \$350 after March 17
 Sched. #: 2162CPML202 / Instr.: Baryol

Project Management: Beyond the Basics

Dec. 1-10, 2015; Tues.-Thurs., 5:30-8:30 p.m.
 (6 sessions) Sched. #: 2158CPML107
 \$585 by Nov. 12; \$695 after Nov. 12 / Instr.: Bausell

April 26-May 5, 2016; Tues.-Thurs., 5:30-8:30 p.m.
 (6 sessions) / Sched. #: 2162CPML107
 \$585 by April 7; \$695 after April 7 / Instr.: Bausell

(See *Certificate Programs for the new PMP/CAPM Credential Exam Preparation course and ONLINE Project Management Certificate Program.*)

*Courses marked with asterisks have been approved or submitted for approval for HR or business recertification credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information, visit www.hrci.org.



*Extended Studies at the University of Nevada, Reno is recognized by the Society for Human Resource Management (SHRM) to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM credential. For more information, visit www.shrm.org.

**NEW! Introduction to Computer Programming I: Basics**

Sept. 29-Oct. 8, 2015; Tues.-Thurs., 6-9 p.m.
 (6 sessions) / \$495 by Sept. 14; \$575 after Sept. 14
 Sched. #: 2158TECH601 / Instr.: Morrison and Cohen

March 8-17, 2016; Tues.-Thurs., 6-9 p.m.
 (6 sessions) / \$495 by Feb. 19; \$575 after Feb. 19
 Sched. #: 2162TECH601 / Instr.: Morrison and Cohen

NEW! Introduction to Computer Programming II: Principles and Practices

Oct. 20-29, 2015; Tues.-Thurs., 6-9 p.m.
 (6 sessions) / \$495 by Oct. 9; \$575 after Oct. 9
 Sched. #: 2158TECH603 / Instr.: Morrison and Cohen

April 5-14, 2016; Tues.-Thurs., 6-9 p.m.
 (6 sessions) / \$495 by March 21; \$575 after March 21
 Sched. #: 2158TECH603 / Instr.: Morrison and Cohen

NEW! Computer Programming Essentials: Creating a Program

Dec. 8-17, 2015; Tues.-Thurs., 6-9 p.m.
 (6 sessions) / \$495 by Nov. 20; \$575 after Nov. 20
 Sched. #: 2158TECH602 / Instr.: Morrison and Cohen

April 26-May 5, 2016; Tues.-Thurs., 6-9 p.m.
 (6 sessions) / \$495 by April 15; \$575 after April 15
 Sched. #: 2162TECH602 / Instr.: Morrison and Cohen

PLEASE NOTE: More Graphics courses will be scheduled for Spring/Summer 2016. Visit www.extendedstudies.unr.edu.

ONLINE! Beginning Photoshop*

Aug. 25-Sept. 21, 2015 (4 online modules)
 Sched. #: 2158TECH992 / \$349 / Instr.: Welch

ONLINE! Advanced Photoshop*

Sept. 22-Oct. 19, 2015 (4 online modules)
 Sched. #: 2158TECH993 / \$299 by Sept. 4;
 \$349 after Sept. 4 / Instr.: Welch

ONLINE! Adobe Premiere*

Oct. 20-Nov. 16, 2015 (4 online modules)
 Sched. #: 2158TECH997 / \$299 by Oct. 2;
 \$349 after Oct. 2 / Instr.: Welch

ONLINE! Illustrator*

Oct. 20-Nov. 16, 2015 (4 online modules)
 Sched. #: 2158TECH994 / \$299 by Oct. 2;
 \$349 after Oct. 2 / Instr.: Welch

ONLINE! After Effects*

Nov. 17-Dec. 14, 2015 (4 online modules)
 Sched. #: 2158TECH998 / \$299 by Oct. 29;
 \$349 after Oct. 29 / Instr.: Welch

ONLINE! InDesign*

Nov. 17-Dec. 14, 2015 (4 online modules)
 Sched. #: 2158TECH995 / \$299 by Oct. 29;
 \$349 after Oct. 29 / Instr.: Welch

More Spring/Summer 2016 classes are coming soon! Watch the web: www.extendedstudies.unr.edu

Social Media Essentials: Building Effective Campaigns *(Expanded; formerly New and Social Media Marketing for Busy People)*

Sept. 9-23, 2015; Wed., 6-9 p.m. (3 sessions)
 Sched. #: 2158LEAD103 / \$349 by Aug. 27;
 \$399 after Aug. 27 / Instr.: Gaudlen

Feb. 3-17, 2016; Wed., 6-9 p.m. (3 sessions)
 Sched. #: 2162LEAD103 / \$349 by Jan. 21;
 \$399 after Jan. 21 / Instr.: Felts

Developing and Implementing an Email Marketing Strategy

Oct. 6-7, 2015; Tues.-Wed., 6-9 p.m.
 Sched. #: 2158LEAD133 / \$249 by Sept. 18;
 \$299 after Sept. 18 / Instr.: Ross

Creating WordPress Blogs

Oct. 13-15, 2015; Tues.-Thurs., 6-9 p.m.
 Sched. #: 2158LEAD119 / \$349 by Sept. 25;
 \$399 after Sept. 25 / Instr.: Reeder

Digital Marketing Strategies: Maximizing Your Visibility *(Expanded; formerly Inbound Marketing Principles and Practices)*

Oct. 21-Nov. 4, 2015; Wed., 6-9 p.m. (3 sessions)
 Sched. #: 2158LEAD203 / \$349 by Oct. 1;
 \$399 after Oct. 1 / Instr.: McDowell

March 2-16, 2016; Wed., 6-9 p.m. (3 sessions)
 Sched. #: 2162LEAD203 / \$349 by Feb. 12;
 \$399 after Feb. 12 / Instr.: McDowell

Online Marketing Strategies for Small-Business Owners

Nov. 17-19, 2015; Tues.-Thurs., 6-9 p.m.
 Sched. #: 2158LEAD121 / \$349 by Oct. 30;
 \$399 after Oct. 30 / Instr.: Vancour

Digital Analytics: Measuring Your Online Efforts *(Expanded; formerly Inbound Marketing Analytics and Metrics)*

Dec. 1-3, 2015; Tues.-Thurs., 6-9 p.m.
 Sched. #: 2158LEAD116 / \$349 by Nov. 12;
 \$399 after Nov. 12 / Instr.: Hallert

May 3-5, 2016; Tues.-Thurs., 6-9 p.m.
 Sched. #: 2162LEAD116 / \$349 by April 15;
 \$399 after April 15 / Instr.: Hallert

Writing a Winning Blog and Social Media Marketing Strategy

Feb. 23-25, 2016; Tues.-Thurs., 6-9 p.m.
 Sched. #: 2162LEAD134 / \$349 by Feb. 11;
 \$399 after Feb. 11 / Instr.: Reeder

NEW! Mobile Marketing

April 12-14, 2016; Tues.-Thurs., 6-9 p.m.
 Sched. #: 2162LEAD136 / \$349 by March 24;
 \$399 after March 24 / Instr.: Hallert

Video for Social Media: Viral Marketing with Video

April 26-28, 2016; Tues.-Thurs., 6-9 p.m.
 Sched. #: 2162LEAD123 / \$349 by April 8;
 \$399 after April 8 / Instr.: Hatjakes

Paralegal Studies Certificate Program

Sept. 12-Nov. 22, 2015; select Sat. and Sun., 9 a.m.-5 p.m. (16 sessions) / Sched. #: 2158PARA101 / \$2,195 by Aug. 31; \$2,395 after Aug. 31 / Instrs.: Bowman and Spoo

Feb. 6-April 24, 2016; select Sat. and Sun., 9 a.m.-5 p.m. (16 sessions) / Sched. #: 2162PARA101 / \$2,195 by Jan. 21; \$2,395 after Jan. 21 / Instrs.: Bowman and Spoo

Professional in Human Resources (PHR/SPHR) Study Program

Sept. 14-Dec. 1, 2015; select Mon. and Tues., 4-7:30 p.m. (11 sessions) (3:30-7:30 p.m., Sept. 14 and Dec. 1) / Sched. #: 2158PHR101 / \$1,425 / Instrs.: HR professionals

Feb. 2-April 19, 2016; select Mon. and Tues., 4-7:30 p.m. (11 sessions) (3:30-7:30 p.m., Feb. 2 and April 19) / Sched. #: 2162PHR101 / \$1,275 by Jan. 8; \$1,425 after Jan. 8 / Instrs.: HR professionals

NEW AND ONLINE! Project Management Certificate Program

Sept. 29-Nov. 16, 2015 (7 online modules) / Sched. #: 2158CPML105 / \$1,525 by Sept. 14; \$1,695 after Sept. 14 / Instr.: Allen

March 8-April 25, 2016 (7 online modules) / Sched. #: 2162CPML105 / \$1,525 by Feb. 18; \$1,695 after Feb. 18 / Instr.: Allen

Advanced Composite Manufacturing 1

Oct. 5-9, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.; Fri., 8 a.m.-2 p.m. / Sched. #: 2158MFG1011 / \$2,295

Nov. 9-13, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.; Fri., 8 a.m.-2 p.m. / Sched. #: 2158MFG1012 / \$2,295

Nov. 30-Dec. 4, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.; Fri., 8 a.m.-2 p.m. / Sched. #: 2158MFG1013 / \$2,295

NEW! Negotiation from a Principled Perspective*

Oct. 21-23, 2015; Wed.-Fri., 8 a.m.-5 p.m. / Sched. #: 2158CMCR110 / \$400 by Sept. 30; \$450 after Sept. 30 / Instr.: Wahl

NEW! PMP/CAPM Credential Exam Preparation

Nov. 5-14, 2015; Thurs., 6-9 p.m., and Sat., 9 a.m.-4 p.m. (4 sessions) / Sched. #: 2158CPML300 / \$995 by Oct. 14; \$1,150 after Oct. 14 / Instr.: Ball

April 13-23, 2016; Wed., 6-9 p.m., and Sat., 9 a.m.-4 p.m. (4 sessions) / Sched. #: 2162CPML300 / \$995 by March 23; \$1,150 after March 23 / Instr.: Ball

Advanced Composite Manufacturing 2

Dec. 7-11, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.; Fri., 8:30 a.m.-2 p.m. / Sched. #: 2158MFG1021 / \$2,295

Advanced Composite Manufacturing 3

Dec. 14-18, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.; Fri., 8:30 a.m.-2 p.m. / Sched. #: 2158MFG1031 / \$2,295

Excellence in Nonprofit Management Institute

April 4-8, 2015; Mon.-Thurs., 8 a.m.-5 p.m.; Fri., 8 a.m.-3 p.m. / Sched. #: 2162CNP109 / \$975 by March 4; \$1,175 after March 4 / Instrs.: Nonprofit professionals

Beginning Mediation and Conflict Resolution Certificate*

April 19-23, 2016; Tues.-Sat., 8 a.m.-5 p.m. / Sched. #: 2162CMCR101 / \$1,150 by March 18; \$1,350 after March 18 / Instr.: Wahl

NEW! Microsoft Windows® 7 Essentials

Sept. 17, 2015; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH309 / \$125 / Instr.: Adams

Feb. 25, 2016; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH309 / \$125 / Instr.: Adams

Microsoft Excel® Essentials

Sept. 23, 2015; Wed., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH301 / \$125 / Instr.: Adams

Oct. 20, 2015; Tues., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH3012 / \$125 / Instr.: Adams

Feb. 23, 2016; Tues., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH301 / \$125 / Instr.: Adams

March 17, 2016; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH3012 / \$125 / Instr.: Adams

May 24, 2016; Tues., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH3013 / \$125 / Instr.: Adams

Microsoft Word® Essentials

Sept. 29, 2015; Tues., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH304 / \$125 / Instr.: Adams

March 8, 2016; Tues., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH304 / \$125 / Instr.: Adams

Microsoft Access® Essentials

Oct. 6 and 13, 2015; Tues., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH310 / \$250 / Instr.: Walsh

March 3 and 10, 2016; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH310 / \$250 / Instr.: Walsh

NEW! Microsoft Word® Intermediate: Advanced Formatting and Mail Merge

Oct. 15, 2015; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH312 / \$125 / Instr.: Adams

April 7, 2016; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH312 / \$125 / Instr.: Adams

Microsoft Excel® Intermediate

Nov. 5, 2015; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH302 / \$125 / Instr.: Adams

April 5, 2016; Tues., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH302 / \$125 / Instr.: Adams

June 23, 2016; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2165TECH302 / \$125 / Instr.: Adams

NEW! Microsoft Word® Intermediate: Managing Large Documents

Nov. 10, 2015; Tues., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH313 / \$125 / Instr.: Adams

April 21, 2016; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH313 / \$125 / Instr.: Adams

Quickbooks® for Small Business

Nov. 12-13, 2015; Thurs.-Fri., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH801 / \$325 / Instr.: Gibson

March 15-16, 2016; Tues.-Wed., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH801 / \$325 / Instr.: Gibson

Microsoft Excel® Advanced

Dec. 3, 2015; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2158TECH303 / \$125 / Instr.: Adams

April 28, 2016; Thurs., 8:30 a.m.-3:30 p.m. / Sched. #: 2162TECH303 / \$125 / Instr.: Adams

July 11, 2016; Mon., 8:30 a.m.-3:30 p.m. / Sched. #: 2165TECH303 / \$125 / Instr.: Adams

Advanced Management of Slot Operations

Aug. 24-27, 2015; daily times vary / Sched. #: 2155GM103 / \$2,700 / Las Vegas

ONLINE! Gaming Operations Executive Overview

Sept. 6-Oct. 3, 2015; online schedule TBA / Sched. #: 2158GM7512 / \$795

NEW! Slot Academy for Tribal Gaming

Sept. 8-11, 2015; daily times vary / Sched. #: 2158GM150 / \$2,400 / Oklahoma City

Business Analytics for the Gaming Industry

Sept. 14-17, 2015; daily times vary / Sched. #: 2158GM518 / \$2,700 / Harrah's Reno

ONLINE! Gaming Revenue Management

Oct. 11-Nov. 7, 2015; online schedule TBA / Sched. #: 2158GM7522 / \$795

Executive Development Program

Nov. 10-18, 2015; daily times vary / Sched. #: 2158GM901 / \$7,600 by Oct. 9 / Lake Tahoe

Financial Accounting and Analysis

2016 dates TBA: www.gaming.unr.edu

Management of Slot Operations

2016 dates TBA: www.gaming.unr.edu

Management of Table Games Operations

2016 dates TBA: www.gaming.unr.edu

Performance-Based Surveillance

2016 dates TBA: www.gaming.unr.edu

NEW! Accent Reduction

Sept. 8-Oct. 29, 2015; Tues. and Thurs., 6-7:30 p.m. / Sched. #: 2158PD153 / \$499 / Instr.: TBA

NEW! TOEFL Preparation

Sept. 9-Oct. 28, 2015; Mon. and Wed., 6-7:30 p.m. / Sched. #: 2158PD154 / \$799 / Instr.: TBA

For more information, please contact the University's Intensive English Language Center: (775) 784-6075 or esl@unr.edu.

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Professional Development 2015-2016 | Course Schedule at a Glance

Courses may be taken independently and require no formal admission to the University. For a full schedule of Spring/Summer 2016 classes, registration and information about Extended Studies courses and programs, visit www.extendedstudies.unr.edu or call (775) 784-4062 or 1-800-233-8928.

August 2015

- 24-27 Advanced Management of Slot Operations
- 25 Beginning Photoshop Online begins (4 online modules)
- 27-28 Business Writing for Results*

September 2015

- 6 Gaming Operations Executive Overview (Online) begins
- 8 Accent Reduction begins (16 sessions)
- 8-11 Slot Academy for Tribal Gaming
- 9 Social Media Essentials begins (3 sessions)
- 9 TOEFL Preparation begins (15 sessions)
- 12 Paralegal Studies Certificate begins (16 sessions)
- 14-17 Business Analytics for the Gaming Industry
- 14 PHR/SPHR Study Program begins (11 sessions)
- 15-17 The Human Factor of Project Management*
- 15 Improving Your Workplace Cultural IQ*
- 17 Microsoft Windows 7 Essentials
- 22 Advanced Photoshop Online begins (4 online modules)
- 23 Employee Relations*
- 23 Microsoft Excel Essentials
- 24-25 Performance Management*
- 29-30 Applying Emotional Intelligence in the Workplace*
- 29 Introduction to Computer Programming I begins (6 sessions)
- 29 Microsoft Word Essentials
- 29 Project Management Certificate Online begins (7 modules)
- 29 Project Management Essentials* begins (6 sessions)

October 2015

- 1 Working with the Problem Employee*
- 5-9 Advanced Composite Manufacturing 1
- 6-7 Developing and Implementing an Email Marketing Strategy
- 6 Microsoft Access Essentials begins (2 sessions)
- 6-7 Your Español: Practical Workplace Communication*
- 8-9 Legal Aspects and Liability Issues for Employers*
- 11 Gaming Revenue Management (Online) begins
- 13-15 Creating WordPress Blogs
- 15 Employment, Placement and Practices*
- 15 Microsoft Word Intermediate: Formatting and Mail Merge
- 16 Workplace Violence: Don't Be Blindsided*
- 20 Adobe Premiere Online begins (4 online modules)
- 20 Microsoft Excel Essentials
- 20 Illustrator Online begins (4 online modules)
- 20 Introduction to Computer Programming II begins (6 sessions)
- 21 Digital Marketing Strategies begins (3 sessions)
- 21-23 Negotiation from a Principled Perspective*
- 23 Elements of Accident Investigation*

November 2015

- 5 PMP/CAPM Exam Preparation begins (4 sessions)
- 5-6 Effective Communication Skills in the Workplace*
- 5 Microsoft Excel Intermediate
- 9-13 Advanced Composite Manufacturing 1
- 10-18 Executive Development Program
- 10 Microsoft Word Intermediate: Managing Large Documents
- 12 Effective Discipline and Documentation*
- 12-13 QuickBooks for Small Business
- 13 Talking till You're Blue?*
- 17 After Effects Online begins (4 online modules)
- 17 InDesign Online begins (4 online modules)
- 17-19 Managing with MS Project
- 17-19 Online Marketing Strategies for Small-Business Owners
- 18 Human Resources Training and Development*
- 19-20 Writing Grants: An Overview
- 30 Advanced Composite Manufacturing 1 begins (5 sessions)

December 2015

- 1-3 Digital Analytics: Measuring Your Online Efforts
- 1 Project Management: Beyond the Basics begins (6 sessions)
- 3 Conducting Successful Interviews*
- 3 Microsoft Excel Advanced
- 4 Strategies for Understanding Financial Statements*
- 7-11 Advanced Composite Manufacturing 2
- 8 Computer Programming Essentials: Creating a Program begins (6 sessions)
- 11 Compensation and Benefits*
- 14-18 Advanced Composite Manufacturing 3

January 2016

- 20 Bringing Out the Best of a Multigenerational Workforce* begins (2 sessions)
- 21-22 Managing and Supervising People*
- 28 Employee Relations*

February 2016

- 2 PHR/SPHR Study Program begins (11 sessions)
- 3 Social Media Essentials begins (3 sessions)
- 3 Working with the Problem Employee*
- 5 Coaching Skills for Managers* begins (2 sessions)
- 6 Paralegal Studies Certificate begins (16 sessions)
- 9-11 The Human Factor of Project Management*
- 18-19 Effective Communication Skills in the Workplace*
- 23 Microsoft Excel Essentials
- 23-25 Writing a Winning Blog and Social Media Strategy
- 25 Employment, Placement and Practices*
- 25 Microsoft Windows 7 Essentials

March 2016

- 1-2 Your Español: Practical Workplace Communication*
- 2 Digital Marketing Strategies begins (3 sessions)
- 3 Microsoft Access Essentials begins (2 sessions)
- 4 Delegating Efficiently and Effectively*
- 8 Introduction to Computer Programming I begins (6 sessions)
- 8 Microsoft Word Essentials
- 8 Project Management Certificate Online begins (7 modules)
- 8 Project Management Essentials* begins (6 sessions)
- 9 Planning Employee Events and Recognition Programs*
- 11 Critical Skills for Supervisors: Managing Today's Workforce*
- 15-16 QuickBooks for Small Business
- 17-18 Legal Aspects and Liability Issues for Employers*
- 17 Microsoft Excel Essentials

April 2016

- 1 Safety Issues for HR: Recording and Reporting*
- 4-8 Excellence in Nonprofit Management Institute
- 5 Introduction to Computer Programming II begins (6 sessions)
- 5-7 Managing with MS Project
- 5 Microsoft Excel Intermediate
- 7 Human Resources Training and Development*
- 7 Microsoft Word Intermediate: Formatting and Mail Merge
- 12-14 Mobile Marketing
- 13 PMP/CAPM Exam Preparation begins (4 sessions)
- 14-15 Performance Management*
- 19-23 Beginning Mediation and Conflict Resolution Certificate*
- 21 Microsoft Word Intermediate: Managing Large Documents
- 26 Computer Programming Essentials begins (6 sessions)
- 26 Project Management: Beyond the Basics begins (6 sessions)
- 26-28 Video for Social Media: Viral Marketing with Video
- 28 Effective Discipline and Documentation*
- 28 Microsoft Excel Advanced
- 29 Talking till You're Blue?*

May 2016

- 3 Conducting Successful Interviews*
- 3-5 Digital Analytics: Measuring Your Online Efforts
- 6 Compensation and Benefits*
- 11 Workplace Violence: Don't Be Blindsided*
- 13 Strategies for Understanding Financial Statements*
- 18 Employee Retention Tactics that Work*
- 20 Understanding the Collective Bargaining Process*
- 24 Microsoft Excel Essentials

June 2016

- 2 Administrative Law*
- 9-10 Managing and Supervising People*
- 16 Employee Orientations: From Design to Implementation*
- 23 Microsoft Excel Intermediate

July 2016

- 11 Microsoft Excel Advanced

*Courses marked with an asterisk have been approved for recertification hours through the HR Certification Institute (HRCI) or Professional Development Credits (PDCs) through the Society for Human Resource Management (SHRM). View course descriptions online for details.